ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE

Supersedes: 09/12, 05/13
No: 2-A-900-07
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Written By: Evaluation & Study
Approved By: Jerry D. Durham, PhD, RN, FAAN  
Chancellor

SUBJECT: College Assessment Plan (CAP)

PURPOSE: To define the CAP policy and the procedure for administering it.

EFFECTIVE FOR: Allen College

POLICY
1. The CAP is a data repository and a systematic plan for evaluating College goals, 
   administrative outcomes, program goals, and student learning.
2. The CAP is driven by the College goals, which are linked to program goals and 
   outcomes.
3. The College goals are evaluated using one or more measures, which are administered on 
   a four-year evaluation cycle according to specified timeframes.
4. The CAP is managed by the Coordinator of Institutional Research and Effectiveness 
   (CIRE).
5. CAP reports shall be completed by individuals or groups who are designated as 
   “responsible parties” in the CAP.
6. CAP reporting is an ongoing process that occurs throughout the academic year.
7. CAP reports must address the extent to which targets for specific assessment items were 
   or were not met.
8. CAP reports must include a plan for addressing unmet targets, or a plan for continuing to 
   maintain or exceed targets.
9. The CIRE will inform responsible parties of the deadline by which CAP reports must be 
   completed for each academic year.
10. The CAP database is intended to be a fluid document that permits responsible parties to 
    make changes to measures, targets, assessment timeframes, and designated responsible 
    parties as needed, provided there is a logical and justifiable rationale for making such 
    changes.
11. Changes to goals and outcomes in the CAP database will be made by the CIRE as those 
    changes occur through strategic planning and curriculum revision.
12. The CIRE will assess the quality of CAP reports and provide responsible parties with 
    constructive feedback.
13. The CIRE will compile and submit CAP reports for approval by the Evaluation and Study 
    Committee.
14. The CIRE will submit approved CAP reports for publication on the College website.
PROCEDURE
1. At the beginning of each academic year the CIRE will inform responsible parties of the availability of the CAP database, its location, and the specific year in the four-year in the evaluation cycle.
2. Responsible parties will complete CAP reports by entering target-specific results of assessment activities in the “Results” field and will enter a corresponding action plan in the “Action Plan” field.
3. Results must demonstrate reflection on the results and action plans from the previous year and should note changes or trends in target achievement.
4. An action plan must consist of a reasonable strategy for achieving unmet targets or a plan for maintaining or exceeding targets that were achieved. Action plans for targets that were achieved may not merely consist of “continue to monitor,” “no plan necessary,” and so on.
5. The CIRE will rate the results and action plans for each measure as satisfactory or unsatisfactory, and will provide feedback to responsible parties for resolving unsatisfactory results and action plans.
6. Changes to measures, targets, assessment timeframes, and designated responsible parties need to be submitted to the CIRE in writing (e.g., by email) along with a justifiable rationale for making such changes. If justified, the CIRE will approve the changes after which they can be implemented by the requesting responsible party.
7. Finalized CAP reports will be submitted by the CIRE for review and approval by the Evaluation and Study Committee.
8. Approved CAP reports will be posted on the Allen College Institutional Research and Effectiveness webpage.